

## Vermont State Housing Authority (VSHA)

One Prospect Street, Montpelier, Vermont 05602

Phone: (802) 828-1991 or 1-800-820-5119 (messages)

Fax: (802) 828-2111 TTY: 1-800-798-3118



# Housing Programs: Application for Assistance

## One application.

Complete this form to apply for the following rental assistance programs:

### Section 8 Housing Choice Voucher:

Can help you afford decent, safe housing. If eligible, you'll be put on a waiting list until funds become available. Once they do, you'll get a voucher and have to find your own housing.

### Project Based:

Can help you afford rent at certain properties. If eligible, you'll be put on waiting lists for the properties you specify. If a unit becomes available, you'll pay rent based on your household income.

## Eligibility for housing assistance.

To qualify for assistance, you must:

Meet income limits established by the U.S. Department of Housing and Urban Development (HUD).

Meet the HUD requirements for citizenship or immigration status.

Provide a copy of Social Security cards for all family members.

Not owe money to the Vermont State Housing Authority (VSHA) or other housing authority.

Sign any authorization forms required to verify eligibility requirements.

Not have any household members (including yourself) who:

- ☒ Have engaged in drug-related or violent criminal activities or any criminal activity that would threaten the health, safety or peaceful enjoyment of premises by other residents.
- ☒ Are subject to lifetime registration requirements on any State's sex offender registry.

## Any questions? Help is available!

**CALL:** (802) 828-1991, 1-800-820-5119

**SENIORS:** If you're 60 or older, call Vermont's Senior Helpline at **1-800-642-5119**.

**VISIT:** You can visit our office in Montpelier. Please call first to make an appointment.

**TTY/RELAY:** If you're deaf or hard of hearing, dial **1-800-798-3118**.

# Getting Started

## Step-by-Step Application Process

### 1. Complete this application following the instructions below.

Answer all questions completely and honestly. The information you provide will be verified. It's a violation of federal and state law to make false statements.

Don't leave any question blank.

If you need more space, attach additional pages.

Unless indicated, each question applies to all household members.

### 2. Sign the application.

The applicant must sign on page 6.

All members age 18+ must sign in the spaces provided on pages 1 & 2. This authorizes us to complete criminal background and sex offender registry checks on them.

### 3. Attach copies of any required documents.

Some questions ask for additional documents. Review the checklist on page 6 before submitting your application. *Be sure to send copies.*

### 4. Send your application to:

Vermont State Housing Authority  
One Prospect Street  
Montpelier, VT 05602

### 5. Submit additional documents if requested.

We may ask you to provide copies of additional documents (e.g., immigration documents).

## Report Changes

While waiting for a voucher, let us know if your contact information changes. If you don't, your application may become inactive and you'll have to reapply.

## Other Important Facts

If you have limited English, we can provide free interpretation services to help you access our services.

If you have a disability, you may be entitled to reasonable<sup>1</sup> accommodations to help you apply. This could include:

Providing information in accessible formats (e.g., large print or Braille).

Giving you more time to gather any documents we need.

Making an exception to our rules or policies to make it easier for you to participate in our programs.

To request an accommodation:

**Call:** (802) 828-1991

**Write:** Vermont State Housing Authority,  
1 Prospect St., Montpelier, VT 05602

If you need help making your request, let us know. We're happy to help!

We'll give you an answer within 10 working days — unless we have an issue getting the information we need or you agree to give us more time.

<sup>1</sup> *Reasonable* means an accommodation that doesn't present an undue financial and administrative burden and has an identifiable relationship to the person's disability.

# Application for Housing Assistance

Please print clearly and answer questions completely and honestly. Thank you!



**APPLYING FOR RENTAL ASSISTANCE:** ☐ Section 8 Housing Choice ☐ Project-Based

## 1. Tell us about you, the person applying.

First name, middle name, last name and suffix (Jr., Sr., III, etc.)		Date of birth (mm/dd/yyyy)
Social Security number	Phone number where you can be reached ( ) -	Email: primary contact if supplied
Mailing address (street address or PO box, city, state, zip code)		
Physical address (if different from mailing address)		
Ethnicity: (check ✓ one) <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino	Gender: <input type="checkbox"/> M <input type="checkbox"/> F Pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No Need an accessible unit? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes: Mobility Sensory
Race: (check ✓ all that apply) <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other		Citizenship: <input type="checkbox"/> U.S. Citizen/National <input type="checkbox"/> Legal Alien <input type="checkbox"/> Refugee/Asylee <input type="checkbox"/> Other

## 2. Tell us about all the other people living in your home.

Provide details for all household members. **Have each person age 18+ sign below to authorize background checks on them.** Use extra paper if necessary. Include your name and SSN at the top of every additional page.

OTHER PERSON 1	1. Full name (first, middle initial, last):	2. Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Gender: <input type="checkbox"/> M <input type="checkbox"/> F	4. Date of birth (mm/dd/yyyy):
	5. Ethnicity (check ✓ one): <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino	6. Race (check ✓ all that apply): <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other		7. Citizenship: <input type="checkbox"/> U.S. Citizen/National <input type="checkbox"/> Refugee/Asylee <input type="checkbox"/> Legal Alien <input type="checkbox"/> Other
	8. Social Security number:	9. Relationship to applicant:	SIGN authorizing background checks if 18+ ←	


OTHER PERSON 2	1. Full name (first, middle initial, last):	2. Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Gender: <input type="checkbox"/> M <input type="checkbox"/> F	4. Date of birth (mm/dd/yyyy):
	5. Ethnicity (check ✓ one): <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino	6. Race (check ✓ all that apply): <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other		7. Citizenship: <input type="checkbox"/> U.S. Citizen/National <input type="checkbox"/> Refugee/Asylee <input type="checkbox"/> Legal Alien <input type="checkbox"/> Other
	8. Social Security number:	9. Relationship to applicant:	SIGN authorizing background checks if 18+ ←	

OTHER PERSON 3	1. Full name (first, middle initial, last):	2. Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Gender: <input type="checkbox"/> M <input type="checkbox"/> F	4. Date of birth (mm/dd/yyyy):
	5. Ethnicity (check ✓ one): <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino	6. Race (check ✓ all that apply): <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other		7. Citizenship: <input type="checkbox"/> U.S. Citizen/National <input type="checkbox"/> Refugee/Asylee <input type="checkbox"/> Legal Alien <input type="checkbox"/> Other
	8. Social Security number:	9. Relationship to applicant:	SIGN authorizing background checks if 18+ ←	


Continue listing other people on next page if needed.

## 2. Other people living in your home (continued)


OTHER PERSON 4

1. Full name (first, middle initial, last):	2. Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Gender: <input type="checkbox"/> M <input type="checkbox"/> F	4. Date of birth (mm/dd/yyyy):
5. Ethnicity (check <input checked="" type="checkbox"/> one): <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino	6. Race (check <input checked="" type="checkbox"/> all that apply): <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other		7. Citizenship: <input type="checkbox"/> U.S. Citizen/National <input type="checkbox"/> Refugee/Asylee <input type="checkbox"/> Legal Alien <input type="checkbox"/> Other
8. Social Security number:	9. Relationship to applicant:	SIGN authorizing background checks if 18+ 	

OTHER PERSON 5

1. Full name (first, middle initial, last):	2. Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Gender: <input type="checkbox"/> M <input type="checkbox"/> F	4. Date of birth (mm/dd/yyyy):
5. Ethnicity (check <input checked="" type="checkbox"/> one): <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino	6. Race (check <input checked="" type="checkbox"/> all that apply): <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other		7. Citizenship: <input type="checkbox"/> U.S. Citizen/National <input type="checkbox"/> Refugee/Asylee <input type="checkbox"/> Legal Alien <input type="checkbox"/> Other
8. Social Security number:	9. Relationship to applicant:	SIGN authorizing background checks if 18+ 	

OTHER PERSON 6

1. Full name (first, middle initial, last):	2. Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Gender: <input type="checkbox"/> M <input type="checkbox"/> F	4. Date of birth (mm/dd/yyyy):
5. Ethnicity (check <input checked="" type="checkbox"/> one): <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino	6. Race (check <input checked="" type="checkbox"/> all that apply): <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other		7. Citizenship: <input type="checkbox"/> U.S. Citizen/National <input type="checkbox"/> Refugee/Asylee <input type="checkbox"/> Legal Alien <input type="checkbox"/> Other
8. Social Security number:	9. Relationship to applicant:	SIGN authorizing background checks if 18+ 	

## 3. Answer the questions below about you, your household and its members.

a. Do you have at least 50/50 physical custody of the minors listed above? If not please explain:	Yes	No
b. Did you (the applicant) file a federal income tax return last year?	Yes	No
c. Is your household currently homeless?	Yes	No
d. Do you live/have you ever lived in public housing, Section 8 housing or any other type of federally-funded housing? If YES, tell us when and where in the space below:	Yes	No
e. Has any household member been convicted of criminal activity related to the production of methamphetamine on the premises of federally-assisted housing?	Yes	No
f. Is any household member subject to lifetime registration on any State's sex offender registry?	Yes	No
g. Has any household member given away or disposed of assets valued at more than \$1,000 for less than fair market value during the past 24 months? Examples: car, money, stock, land, home or something else of value.	Yes	No
h. Does anyone outside of your household pay for, or provide money for, any of your household bills or living expenses?	Yes	No
i. If your household has no income, how are your daily living expenses being paid? Explain below.		

# HOUSEHOLD ASSETS

Answer the questions on this page for everyone in your household, including children.

## 4. Does any household member (including children) own assets? See list below.

☐ **YES.** Answer below  ☐ **NO.** Skip to next question

Check the types of assets owned. Then, provide details about each asset in the spaces provided below.

<input type="checkbox"/> Bonds/stocks/mutual funds <input type="checkbox"/> Certificate of deposit <input type="checkbox"/> Checking account <input type="checkbox"/> Christmas Club <input type="checkbox"/> Direct Express other Debit Cards <input type="checkbox"/> Inheritance	<input type="checkbox"/> IRA/Keogh Plan/401K <input type="checkbox"/> Life insurance policy <input type="checkbox"/> Money market account <input type="checkbox"/> Pension <input type="checkbox"/> Property (land) <input type="checkbox"/> Retirement account	<input type="checkbox"/> Savings account <input type="checkbox"/> Savings bonds <input type="checkbox"/> Trusts <input type="checkbox"/> Venmo, Paypal, Bitcoin, other peer to peer account
<b>DOCUMENTATION REQUIRED:</b> Send a copy of a current statement verifying the value of each asset.		

Account holder	Account type	Account #	Current balance \$
Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		Verification source name & address	

Account holder	Account type	Account #	Current balance \$
Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		Verification source name & address	

Account holder	Account type	Account #	Current balance \$
Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		Verification source name & address	

Account holder	Account type	Account #	Current balance \$
Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		Verification source name & address	

Account holder	Account type	Account #	Current balance \$
Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		Verification source name & address	

Account holder	Account type	Account #	Current balance \$
Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		Verification source name & address	

# HOUSEHOLD INCOME

Include income for all household members, including children.

## 5. Household income

Check the types of income received. Then, provide the details in the spaces provided below.

<b>Earned income:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Job wages &amp; salaries</li> <li><input type="checkbox"/> Internship/training stipends</li> <li><input type="checkbox"/> Military pay</li> <li><input type="checkbox"/> Self employment (e.g., childcare, farming, home party sales, lawn care, logging, odd jobs and selling scrap metal)</li> <li><input type="checkbox"/> Social Security</li> </ul>	<b>Unearned income:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Alimony</li> <li><input type="checkbox"/> Child support</li> <li><input type="checkbox"/> Disability benefit</li> <li><input type="checkbox"/> Financial aid for school</li> <li><input type="checkbox"/> Insurance payments</li> <li><input type="checkbox"/> Pension</li> <li><input type="checkbox"/> Public benefit (e.g., Reach Up, 3SquaresVT)</li> </ul>	<b>Unearned income:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Retirement benefit</li> <li><input type="checkbox"/> Royalties</li> <li><input type="checkbox"/> SSI</li> <li><input type="checkbox"/> Unemployment benefit</li> <li><input type="checkbox"/> Veteran's retirement benefit</li> <li><input type="checkbox"/> Worker's compensation</li> <li><input type="checkbox"/> Other (describe below)</li> </ul>
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**DOCUMENTATION REQUIRED:** Send supporting documents to verify income for the past 4 weeks. This could include pay stubs, check stubs, checks, bank statements, benefit printouts, self-employment tax statements and verification letters. Send copies as originals will not be returned.

Member name	Income type	Monthly Income \$	Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Verification source name & address			
Member name	Income type	Monthly Income \$	Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Verification source name & address			
Member name	Income type	Monthly Income \$	Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Verification source name & address			
Member name	Income type	Monthly Income \$	Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Verification source name & address			
Member name	Income type	Monthly Income \$	Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Verification source name & address			
Member name	Income type	Monthly Income \$	Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Verification source name & address			



## HOUSEHOLD EXPENSES

Include expenses for everyone in your household, including children.

### 6. Does anyone age 18 or older attend post-secondary school full time?

☐ **YES.** Answer below 🕒 ☐ **NO.** Skip to next question 🕒

First name, middle initial	Name of school	Contact information at school

**DOCUMENTATION REQUIRED:** Provide current enrollment & financial aid information from the registrar or admissions office

### 7. Does anyone have unreimbursed (out-of-pocket) expenses for child or adult care?

☐ **YES.** Answer below 🕒 ☐ **NO.** Skip to next question 🕒

Name of child or adult being cared for	Who is paying for the care	Who is providing child/adultcare	Amount paid weekly	Days of care per week	Why care is needed
			\$		<input type="checkbox"/> Working <input type="checkbox"/> Looking for work <input type="checkbox"/> Going to school
			\$		<input type="checkbox"/> Working <input type="checkbox"/> Looking for work <input type="checkbox"/> Going to school

**DOCUMENTATION REQUIRED:** Provide documentation verifying the monthly payment for each child or adult care expense.

### 8. Does anyone age 62 or older, or with a disability, have unreimbursed (out-of-pocket) medical expenses? For example: medical premiums, copays and deductibles, medical/dental/optical expenses, hospital care, nursing care and prescription and over-the-counter medications.

☐ **YES.** Answer below 🕒 ☐ **NO.** Skip to next question

First name, middle initial	Type of service or product	Name of vendor or service provider	Amount paid & frequency (e.g., weekly, monthly, one time)

**DOCUMENTATION REQUIRED:** Provide documentation verifying the expenses listed above. This could include proof of health care premiums, co-pays, and deductibles; a printout from your pharmacy showing prescription copays and payments for over-the-counter medications, a printout of medical bills you're paying on; and receipts for other medical expenses.

## SIGNATURE PAGE

Make sure you sign this form and go over the checklist below before you submit your document.

### BY SIGNING BELOW, I CERTIFY AND AGREE THAT:

- ☐ I authorize the Vermont State Housing Authority (VSHA) and HUD to request any information needed to determine my household's eligibility for housing assistance.
- ☐ I authorize the VSHA — as well as the agencies, contractors and organizations that work with them — to share information related to my housing needs. This includes application and recertification paperwork, needed verifications, waitlist status, termination of assistance and information related to criminal background checks.
- ☐ I authorize a check of my criminal record by the Vermont Criminal Information Center and the Federal Bureau of Investigation/National Criminal Information Center. I understand the results of that check will be made available to the VSHA for use in reviewing my suitability as a tenant. I further understand that I have the right to appeal the results of the criminal record check to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont, 05671-2101.

### SIGN HERE

**Unsigned applications may be returned.**

*I certify that the information on this form is true and complete to the best of my knowledge and belief. I understand that I can be fined up to \$10,000 or imprisoned up to five years if I knowingly provide false or incomplete information.*

Signature \_\_\_\_\_ Date \_\_\_\_\_



### CHECKLIST OF REQUIRED DOCUMENTATION:

**Send copies, originals will not be returned.**

- ☐ Social Security cards for all household members.
- ☐ Current statements confirming the value of each household asset.
- ☐ Supporting documents that verify household income for the past 4 weeks. This could include pay stubs, check stubs, checks, bank statements, benefit printouts, self-employment tax statements and verification letters.
- ☐ Current enrollment and financial aid information from the registrar or admissions office for any household member attending post-secondary school.
- ☐ Documents confirming any monthly payments for child care and adult care.
- ☐ Documents confirming unreimbursed (out-of-pocket) medical expenses. This could include proof of health care premiums, co-pays, and deductibles; a printout from your pharmacy showing prescription copays and payments for over-the-counter medications, a printout of medical bills you're paying on; and receipts for other medical expenses.



### HUD/FEDERALLY MANDATED EXCLUDED INCOME

*Although not included for purposes of eligibility or rent calculation, HUD requires that any income received from the following categories be documented. Please read the list and fill in any lines that are applicable. If more than one family member received one category, please list them separately.*

<u>Exclusion</u>	<u>Family Member</u>	<u>Annual Amount</u>
Income from employment of children under 18	_____	_____
Payments received from Foster children or Foster adults	_____	_____
Lump sum additions to family assets (deferred payment, inheritance, capital gains insurance payments, etc.)	_____	_____
Medical Reimbursements	_____	_____
Income of Live-in Aide	_____	_____
Student Financial Aid	_____	_____
Special Armed Services Pay (when family member is exposed to hostile fire)	_____	_____
Resident Services Stipend (not to exceed \$200 per month)	_____	_____
Sporadic Income (gifts, pay of a census taker)	_____	_____
Holocaust reparation payments	_____	_____
Earnings for full time students (in excess of \$480) Doesn't include head or spouse	_____	_____
Adoption Assistance Payments	_____	_____
Development Disability Care Payment	_____	_____
Refunds and rebates for property taxes	_____	_____
PASS (plan for achieving self-support)	_____	_____
Other publicly funded programs (amounts specifically for reimbursement of out of pocket expenses to allow participation in a specific program)	_____	_____
HUD Funded training program	_____	_____
Americorps Living Allowance	_____	_____
Indian Settlements/Trust	_____	_____
Title IV of the Higher Education Act of 1965	_____	_____
Spina Bifida-any allowance paid under the provision of 38 U.S.C. 1805 to a child suffering from Spina Bifida who is a child of a Vietnam Veteran	_____	_____
Agent Orange Settlements	_____	_____
Child Care and Development Block Grant Act of 1990	_____	_____
Earned Income Tax Credit Refunds	_____	_____
Crime Victim Compensation	_____	_____
Title V of the older Americans Act (Senior community Service in Employment Program)	_____	_____

**I hereby certify that the above information is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Head of household

\_\_\_\_\_  
Date

# Authorization for the Release of Information

Tenant ID \_\_\_\_\_

HA requesting release of information:

Vermont State Housing Authority  
1 Prospect St  
Montpelier, VT 05602

**Authority:** 42 U.S.C. 1437f and 3535(d), implemented at 24CFR 982.551 (b).

**Purpose:** In signing this consent form, you are authorizing HUD and the above-named HA to request information including but not limited to: identity and marital status, employment income and assets, residences and rental activity, Medical or Child Care Allowances, Credit and Criminal Activity. HUD and the HA need this information to verify your eligibility for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

**Uses of Information to be Obtained:** HUD is required to protect the information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the information that is obtained based on the consent form.

**Who Must Sign the Consent Form:** Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

**Failure to Sign Consent Form:** Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal review and hearing procedures.

**Sources of Information:** The groups or individuals that may be asked to release the authorized information include but are not limited to:

Previous Landlords (including Public Housing Agencies)  
Courts and Post Offices  
Schools and Colleges  
Law Enforcement Agencies  
Support and Alimony Providers  
Past and Present Employers  
Social Service Agencies  
State Unemployment Agencies  
State Wage Information Collection Agencies  
Social Security Administration  
Medical and Child Care Providers  
Veterans Administration  
Retirement Systems  
Banks and other Financial Institutions  
Credit Providers and Credit Bureaus  
Utility Companies  
Internal Revenue Service

**Consent:** I consent to allow **HUD** or the HA to request and obtain any information from any Federal, State, or local agency, organization, business, or individual for the purpose of verifying my eligibility and level of benefits under **HUD's** assisted housing programs. I understand that HAs that receive information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying the information obtained. In addition, I must be given an opportunity to contest those determinations.

This consent form expires 15 months after signed.

Signatures:

\_\_\_\_\_  
, Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number (if any) of Head of Household

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Family Member over age 18

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Family Member over age 18

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Family Member over age 18

\_\_\_\_\_  
Date

**Penalties for Misusing this Consent:**

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.

# Authorization for the Release of Information/ Privacy Act Notice

to the U.S. Department of Housing and Urban Development (HUD)  
and the Housing Agency/Authority (HA)

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB CONTROL NUMBER: 2501-0014

exp. 07/31/2021

PHA requesting release of information; **(Cross out space if none)**  
(Full address, name of contact person, and date)

IHA requesting release of information; **(Cross out space if none)**  
(Full address, name of contact person, and date)

**Authority:** Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

**Purpose:** In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

**Uses of Information to be Obtained:** HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. **Private owners may not request or receive information authorized by this form.**

**Who Must Sign the Consent Form:** Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

PHA-owned rental public housing  
Turnkey III Homeownership Opportunities  
Mutual Help Homeownership Opportunity  
Section 23 and 19(c) leased housing  
Section 23 Housing Assistance Payments  
HA-owned rental Indian housing  
Section 8 Rental Certificate  
Section 8 Rental Voucher  
Section 8 Moderate Rehabilitation

**Failure to Sign Consent Form:** Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

## Sources of Information To Be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.

**Consent:** I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD’s assisted housing programs. I understand that HAs that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

This consent form expires 15 months after signed.

Signatures:

Head of Household	Date		
Social Security Number (if any) of Head of Household		Other Family Member over age 18	Date
Spouse	Date	Other Family Member over age 18	Date
Other Family Member over age 18	Date	Other Family Member over age 18	Date
Other Family Member over age 18	Date	Other Family Member over age 18	Date

**Privacy Act Notice.** Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government’s financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

**Penalties for Misusing this Consent:**

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.

**VERMONT STATE HOUSING AUTHORITY  
REQUEST FOR CRIMINAL RECORD CHECK  
SECTION 8 HOUSING**

Applicant: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Aliases: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

SS#: \_\_\_\_\_

Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Place of Birth: \_\_\_\_\_  
City/Town State Country

Phone Number: \_\_\_\_\_

List all states in which you have lived: \_\_\_\_\_

**RELEASE**

**I, \_\_\_\_\_, hereby acknowledge and agree to a check of my criminal record which may be maintained by either the Vermont Criminal Information Center or the Federal Bureau of Investigation/National Criminal Information Center. I understand that the results of that check will be made available to the Vermont State Housing Authority for use in reviewing my suitability as a tenant. I further understand that I have the right to appeal the results of the criminal record check to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont, 05671-2101.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## U.S. Department of Housing and Urban Development Office of Public and Indian Housing

### DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

**Paperwork Reduction Notice:** Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any recordkeeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 10/31/2019.

#### **NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:**

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

#### **What information about you and your tenancy does HUD collect from the PHA?**

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.



**Who will have access to the information collected?**

This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

**How will this information be used?**

PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

**How long is the debt owed and termination information maintained in EIV?**

Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law.

**What are my rights?**

In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD, subject to 24 CFR Part 16.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

**What do I do if I dispute the debt or termination information reported about me?**

If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record. Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

**This Notice was provided by the below-listed PHA:**

**I hereby acknowledge that the PHA provided me with the  
*Debts Owed to PHAs & Termination Notice:***

**Signature**

**Date**

**Printed Name**

# Declaration of Citizenship

Please complete this form and return to:

**Vermont State Housing Authority**

**1 Prospect Street**

**Montpelier, VT 05602**

## Part 1: Applies to All Family/Household Members

Each person who will benefit under the Section 8 Rental Assistance Program must either be a citizen or national of the United States, or be a noncitizen who has eligible immigration status that qualifies them for rental assistance as determined by the U.S. Department of Housing and Urban Development and the U.S. Immigration and Naturalization Service.

One box on this form must be checked for each family member indicating status as a citizen or a national of the United States, or a noncitizen with eligible immigration status. Family members residing in the unit to be assisted that do not claim to be a citizen or national of the United States, or do not claim to be a noncitizen with eligible immigration status should not check any box.

All adults must sign where indicated. For each child who is not 18 years of age, the form must be signed by an adult member of the family residing in the dwelling unit who is responsible for the child.

First Name	Last Name	Age	I am a citizen or a national of the U.S	I am a noncitizen with eligible immigration status	Signature of Adult listed to the left, or Signature of Guardian for Minors
			<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
			<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
			<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
			<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
			<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
			<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
			<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
			<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
			<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>

**Warning- Title 18 US Code Section 1001 states that a person is guilty of a felony for knowingly and willingly making a false or fraudulent statement to any department or agency of the United States. If this form contains false or incomplete information, you may be required to repay all overpaid rental assistance you received; fined up to \$10,000; imprisoned for up to 5 years; and/or prohibited from receiving future assistance.**

## Head of Household Certification

As head of household I certify, under penalty of perjury, that all members of my household are listed on Part I of this form and that members of my household that have not checked either box on Part I of this form do not claim to be citizens or nationals of the United States, or noncitizens with eligible immigration status.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Part 2 Applies to Noncitizen Family Members Only

All family members who have claimed eligible immigration status on Part I of this form must provide this office with an original of one of the following documents:

- (1) Form 1-551, Alien Registration Receipt Card
- (2) Form 1-94, Arrival-Departure Record with appropriate annotations or documents
- (3) Form 1-688, Temporary Resident Card
- (4) Form 1-688B, Employment Authorization Card
- (5) A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified.

Please call at to arrange for delivery and copying of original documents.

Do not mail original documents to this office.

If documents are not presented and verified, your family's rental assistance may be reduced, denied, or terminated as provided in regulations promulgated by the U.S. Department of Housing and Urban Development, pending available appeals processes.

### Head of Household Certification

As head of household I certify, under penalty of perjury, that all members of my household are listed on Part I of this form and that members of my household that have not checked either box on Part I of this form do not claim to be citizens or nationals of the United States, or noncitizens with eligible immigration status.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Consent to Verify Eligible Immigration Status

Each family member required to complete Part 2 of this form must sign below granting consent to verify eligible immigration status. For each child who is not 18 years of age, the form must be signed by an adult member of the family residing in the dwelling unit who is responsible for the child.

First Name	Last Name	Signature of Adult Listed to the left, or Signature of Guardian for Minors.
_____	_____	X _____
_____	_____	X _____
_____	_____	X _____
_____	_____	X _____
_____	_____	X _____
_____	_____	X _____
_____	_____	X _____
_____	_____	X _____
_____	_____	X _____

Office Use Only INS VERIF. #

Evidence supplied with this form may be released by the Housing Agency, without responsibility for its further use or transmission, to the Immigration and Naturalization Service for purposes of verification of the immigration status of the individual or to the U.S. Department of Housing and Urban Development, as required. The U.S. Department of Housing and Urban Development is not responsible for the further use or transmission of the evidence or other information.

# Vermont State Housing Authority

## Release of Information

I (please print)\_\_\_\_\_ give permission for Vermont State Housing Authority (VSHA) and any and all of the below named agencies to share information related to my housing needs. This may include but is not limited to application and recertification paperwork including needed verifications, waitlist status and termination of assistance.

Name of Agency	Phone number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This also includes information related to my criminal background check:

YES ☐ NO ☐

This consent form expires 15 months after signed or at my request, whichever comes first.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Emergency  <input type="checkbox"/> Unable to contact you  <input type="checkbox"/> Termination of rental assistance  <input type="checkbox"/> Eviction from unit  <input type="checkbox"/> Late payment of rent </div> <div style="width: 45%;"> <input type="checkbox"/> Assist with Recertification Process  <input type="checkbox"/> Change in lease terms  <input type="checkbox"/> Change in house rules  <input type="checkbox"/> Other: _____ </div> </div>	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

☐ Check this box if you choose not to provide the contact information.

--	--

**Signature of Applicant**

**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.